



<http://www.maine.gov/acf>

Public Service	Career Diversity
Retirement	Promotional Opportunities
Benefits	Over 10,000 Employees
Paid Holidays	Statewide Locations
Training	Seasonal Jobs
Full Time	Part Time

HOW TO APPLY: Interested candidates in this position need to complete and submit a State of Maine Direct Hire Application, Cover Letter and detailed Resume.

SEND COMPLETED APPLICATIONS TO:
Natural Resources Service Center
Thomas Cotnoir, HR Generalist
155 State House Station
Augusta, Maine 04333

OR email your application material to:
NRSCdirecthireapplications@maine.gov
Phone: 207-624-6396 Fax: 207-287-2216

APPLICATIONS MUST BE RECEIVED BY:
5:00 pm, February 26, 2016

Direct Hire Application forms can be obtained by contacting the NRSC Personnel Office at 624-6370 or by accessing the NRSC website at
<http://www.maine.gov/nrsc/jobs/application.shtml>

BENEFITS:

Value of State's share of Employee's Retirement: 15.3% of pay, **Employee Pays:** 7.65% of pay
Value of State-paid Dental Insurance: \$13.13 biweekly
Value of State-paid Health Insurance*:
Level 1: 100% State Contribution = \$397.61 biweekly (employee pays nothing)
Level 2: 95% State Contribution = \$377.73 biweekly (Employee pays: 5%)
Level 3: 90% State Contribution = \$357.85 biweekly (Employee pays: 5%)
Level 4: 85% State Contribution = \$337.97 biweekly (Employee pays: 5%)

*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program.

Direct Hire Career Opportunity Bulletin

DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

28 State House Station, Augusta, ME 04333

*Offices Located at Harlow, Williams Pavilion and Deering Buildings - AMHI Complex, Augusta

VOLUNTEER SERVICES COORDINATOR

Opening Date:	January 25, 2016	Closing Date:	February 26, 2016
Location:	Hallowell	Position #:	01510-5153
Position Type:	Permanent Full Time	Class Code:	5279
Grade/Salary:	22 \$36,920.00 - \$50,460.80		

The Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands' Maine Conservation Corps (MCC), is seeking to fill the full-time position of Volunteer Services Coordinator in Hallowell. This position will focus on statewide natural resource related projects in partnership with other public and nonprofit organizations.

BRIEF JOB DESCRIPTION: MCC seeks an experienced program coordinator to fill a key position within the MCC. The position manages all aspects of the statewide AmeriCorps program. The position identifies and develops conservation projects in partnership with public and nonprofit groups. This position also develops, cultivates and maintains partnerships with natural resource managing agencies, schools and other organizations and funders and educates partners about their roles and responsibilities. The position is responsible for the recruitment, hiring, training and supervision of AmeriCorps members and volunteers. This includes the coordination and management of operational and management logistics such as acquisition and maintenance of transportation, housing, equipment, uniforms, supplies, food, etc.; development of rules and standards; publications of newsletters, drafting and tracking cooperative agreements; and developing and implementing a variety of marketing and promotional strategies. Statewide travel is required.

The position is supported by an ambitious and innovative management team working aggressively to expand conservation and active recreation opportunities for all Maine people. Successful candidates will have demonstrated effective personnel management practices in the recruitment, selection, training and retention of volunteers; will have excellent communication skills; will have demonstrated organizational and time management skills; and will be able to deliver results through teamwork and partnerships. The position has limited administrative or technical support, and depends upon independent supervision.

MINIMUM QUALIFICATIONS: A four (4) year combination of education in organizing, supervising, and/or coordinating a volunteer program. **Preference** will be given to qualified candidates with experience in conservation and/or veterans' programs, youth corps management, AmeriCorps, environmental stewardship, and outdoor recreation and a valid driver's license with a good driving record.